

# Applying for the Florida Temporary Teaching Certificate

## To get started

1. Go to this website: [Online Licensing Service](#)
2. Create an Account
  - a. Sign-up if new user
  - b. Do onboarding information
3. Quick Start Menu to begin application. Will also come back here to review application and documents submitted
  - a. Select Board
    - i. Bureau of educator certificate
  - b. Choose Application
    - i. Educator Certification Application - Select
4. Educator Certification Application - Introduction
  - a. Then proceed through the tabs
  - b. BEWARE - If you have to stop midway this website does not save any information you inputted.
  - c. ADVICE - go through the application and make notes separately on what information is asked for and what you need to gather. Get everything ready and then set time aside to do the application to completion and submit in one sitting.
5. Must complete all required field as you encounter them
6. Subjects page - grade level, then subject, then add - need at least one subject on application
7. Official transcripts through "faster or speedy" system, or mailed from institution
  - a. I was also told, that if they are official, you could bundle them and mail them all together
8. Legal disclosure page must be complete
  - a. If answer yes - must provide additional info
9. Submit application
10. Make payment
11. Once application is complete - with all transcripts and payments, then notification of application status happens within 30 business days

## Application Fees

1. \$75 - Initial florida certificate
2. \$75 - Upgrading from temp to prof
3. \$75 - Addition of Subject
4. \$20 - Removal of a subject
5. \$75 - Athletic Coaching Certification

## Mail documents to

Bureau of Educators Certification  
Rm 201, Turlington Building  
325 West Gaines Street  
Tallahassee, FL 32399-0400

## About Temporary Certificate

3 years, non-renewable (can be extended with board recommendation)

K-6

1. Submit an Initial FL DOE application Package
  - a. Hold at least a Bachelor's Degree
  - b. Be employed in a FL school before process is complete
2. Will get a **Statement of Status** after submitting application - can do this prior to employment
  - a. Ineligible
    - i. Will have a list of requirements to change status
  - b. Eligible - this status means eligible for a temp certificate
    - i. Means that school administration can check to see what certification was granted
    - ii. When hired, administration completes a G\_10 to have the temp certificate issued
    - iii. Will also have info on SOE to move from temp to professional certification
    - iv. Teacher still needs to:
      1. Will need to do background check and fingerprinting
      2. Need to do drug testing and confirm negative results
      3. Need verification of employment
  - c. To be issued a Temp - must be employed
3. Exams
  - a. Florida General knowledge - passing score on:
    - i. English lang skills subtest
    - ii. Essay subtest
    - iii. Math subject
    - iv. Reading subtest
  - b. Subject area
  - c. Professional education test - passing score
4. Subject Area Mastery - passing score on FL exam (no more than 10 years prior to date of application).
  - a. Tutoring Prep for exam - Noble education initiative 240 tutoring
    - i. <https://www.nobleeducationinitiative.com/services/teacher-certification-exam-prep>
  - b. Florida Teacher Certification Examinations - FTCE